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1992-93 UNOPA Executive Board Minutes, August

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UNOPA EXECUTIVE BOARD MEETING MINUTES
August 5, 1992

DATE AND PLACE:

UNOPA's Executive Board met Wednesday, August 5, 1992, at 3:30 p.m. in the Reunion on City Campus.

ATTENDANCE:

Present:

Kathy Bennetch
Murd Holland
Linda Pence
Anna Simmons
Lola Young

Ruth Bohmont
Sandy Lineberry
Michelle Sieber
Sherry Warren
Rhonda Zugmier

Linda Gersib
Pam Mahler
Rosemary Sieck
Carla Werner

Absent:

Luise Berner

Louise De Novellis

LaRita Lang

Guest:

Niki Smith

CALL TO ORDER:

The meeting was called to order by President Bennetch at 3:30 p.m.

APPROVAL OF MINUTES:

The minutes of the May 5, 1992, meeting were approved as printed, and the minutes of the June 2, 1992, meeting were approved with the necessary corrections.

CORRESPONDENCE:

President Bennetch received correspondence from Bruce Currin regarding the performance evaluation forms. Comments are to be sent to Faye Moulton before Thursday, August 6, 1992. President Bennetch also received correspondence from Bruce Currin requesting the names of three UNOPA members for possible nomination to the Standing Grievance Committee. President Bennetch forwarded the names of Dora Dill, Jean Willis and Ronda Vietz. Sheila Perry thought her appointment was for three years, but after visiting with Faye Moulton for clarification, Sheila found her term has ended.

Carmen Maurer, Interim Director of Affirmative Action, requested our input regarding Discrimination Grievance Procedures. Our comments are to be to President Bennetch no later than August 14, 1992.

Mary Beck, Chancellor's Commission on the Status of Women, has asked for a UNOPA representative as an ex-officio member to that committee. Anna Simmons, as our Employee Concerns Director, will assume that responsibility. If Anna is unable to attend, then Pam Mahler, Co-director, will represent UNOPA.

ANNOUNCEMENTS:

President Bennetch announced Deb Ruthsatz had a baby girl, Caitlyn Alexandra Kelly Ruthsatz on July 2. Caitlyn weighed in at 7 pounds 2 ounces.

Dr. Eric Jolly has been hired as the Assistant to the Chancellor and Director of Affirmative Action and Diversity.

Patti Lutter has a new job at the College of Business Dean's office, 240 CBA (0405), 2-2311. Monie Brownson is now in the Human Resources Office on the fourth floor of the Administration Building. Audrey Schardt is still trying to get back into the UNL system.

SUMMER SOCIAL:

Niki Smith, Chairperson of the Summer Social, thanked Linda Thelen and Peggy Warner for their work on the summer social and for the number of prizes they were able to get. She announced the Summer Social would be held at the Legionnaire Club, 57th & "O" Streets from 6:30-9:30 p.m. on Friday, August 7, 1992. There will be a cash bar. Niki asked if it would be possible for UNOPA to donate a membership for the 1992-93 year for a "NEW" member.

Sandy Lineberry moved UNOPA give a membership for the 1992-93 year for a "NEW" member to be awarded as a door prize at the Summer Social. Seconded by Sherry Warren. Motion carried.

Ruth Bohmont moved to have part of the many prizes obtained for the Summer Social held over and given as door prizes at the 30th Anniversary Party in October. Seconded by Anna Simmons. Motion carried.

There will be a 50/50 drawing at the Summer Social.

TREASURER'S REPORT:

Murd Holland reported she has received the books from Jeanne Andelt and gave information regarding how accounts are to be handled this year. The Kinko's account number is 42171, they will bill UNOPA direct. Our postal zip code is 0541 and should be on all correspondence sent out by UNOPA. If you send out information requiring postage, be sure to send a note to Murd with the committee name and the amount of mail you sent so she can keep the records up to date and can verify postage charges. She would like to have all charges handled in the same way. Quick Copy will bill UNOPA direct also. Our department charge number is LXR-9881309. If you need the University of Nebraska Federal ID number, contact Murd Holland. The Treasurer's books are with the auditor and will be finished shortly.

STANDING COMMITTEE REPORTS:

AWARDS: Rhonda Zugmier reported she has not been given the books for the Awards Committee to date.

EMPLOYEE CONCERNS: Anna Simmons moved to accept the names of Kathy Westwood to serve on the Parking Appeals Committee; Diane Cihal to serve on the Rape Awareness Committee and for Linda Arnold to serve on the Campus Parking Committee. Seconded by Lola Young. Motion carried.

Anna reported Phyllis Fogerty, Chairperson of the Sick Leave Bank Ad Hoc Committee, and Bruce Currin, Human Resources, have been discussing the possibility of a shorter term of

disability insurance. However, Bruce indicated more than 70% of the University's employees would have to be enrolled in the insurance program, and because of the differences in employee benefits the cost of the shorter term disability program would not be affordable for office/service employees. Therefore, it is the conclusion of the Sick Leave Bank Ad Hoc Committee, that any further work toward the sick leave bank is not feasible at this time. The Executive Board feels a final report should be given to the Director and Co-director of Employee Concerns, and the administration be given notice the committee will not be addressing these issues, to them, in the near future. It is the feeling of this Board the Sick Leave Bank Ad Hoc Committee be disbanded until further notice.

was a motioned

FOUNDATION: Sandy Lineberry had no report to give at this time. The foundation books will be sent to the auditor as soon as the auditor is finished with the Treasurer's books. Sandy is always looking for new participants to the Foundation Account and will be happy to provide anyone interested in contributing to the fund with the necessary paperwork. Most employees currently signed up to donate to the Foundation Account give about \$1. per pay period. It is easy to sign up for payroll deduction.

HOSPITALITY: Linda Gersib reported the shuttle from East Campus to City Campus has increased its rates for the coming year. This year the cost will be \$30. for the shuttle, plus \$.50 per mile and \$12. for the driver. It would cost at least \$2.50 per person riding the shuttle to pay the expense each month. We will use the shuttle for the September meeting on City Campus, but we need a motion to discontinue the use of the shuttle for the rest of the year. The shuttle from City Campus to East Campus was discontinued last year due to lack of response. Linda checked into other ways of getting to City Campus for meetings and found there is always the intercampus bus or car pooling.

Linda Gersib moved to discontinue the use of the shuttle from East Campus to City Campus after the September meeting. Seconded by Murd Holland. Motion carried.

MEMBERSHIP: Rosemary Sieck reported we have 1879 office/service employees at the University according to the records given to her by Human Resources. She wants to do a mailing in August to 1675 of those employees, hoping to increase the size of the UNOPA membership. There are already 245 members of UNOPA. Rosemary will also send cover letters to an additional 245-250 UNOPA members later in August.

It was recommended if we do the additional mailing, we should keep very close records on the number of new memberships received. It was brought to the attention of the membership committee that office/service does not mean all office/service employees may be active members of UNOPA, and they should carefully watch the receipt of memberships making sure the person requesting membership be eligible for active status. Only "office" employees are eligible for active status in UNOPA. All other "service" employees are eligible for associate membership in UNOPA. This is stated in the by-laws and should be noted on all membership forms. It was further recommended the clarification be made in the Introduction letter which accompanies each membership application form sent in the original mailing. Linda Pence suggested to President Bennetch she might want to contact Richard Wood, University Counsel, to be sure we are within our rights to state only office personnel are eligible to hold "active" memberships.

Rosemary asked for 2000 new flyers to be printed as 1,675 will be sent in the first mailing, and there are approximately 20 new hires a month. A packet is sent to each new hire. Linda Pence mentioned there is the possibility that a recommendation will be made during the current year to change our name from Personnel to Professionals to stay in line with the national association. We do not want too many flyers on hand due to the cost of reprinting these flyers.

NOMINATING: No report.

PROFESSIONAL GROWTH: Lola Young reported the first workshop will be October 9, 1992. The speaker Geri Piper, will present "Scotopic Sensitivity" for our fall workshop. Geri will charge \$150. for both the morning and afternoon session.

PUBLICITY: No report. It was suggested, however, an article be sent to the Scarlet highlighting the benefits of belonging to UNOPA.

PROGRAM: Michelle Sieber presented the list of programs and meeting dates for the coming year. There is a problem with the November meeting date as all facilities are in use on November 10. The next week is the 17th, but it would mean changing the date of the Bosses Luncheon.

Michelle Sieber moved we change the November meeting date from the 10th to the 17th of November, with the same meeting time and menu. Seconded by Rosemary Sieck. Motion carried.

It was suggested to Michelle she contact Donna Liss, UAAD, regarding the January joint meeting of UNOPA/UAAD.

Michelle Sieber moved we accept the program with the necessary corrections for the 1992-93 year. Seconded by Sherry Warren. Motion carried.

SALARY ISSUES: No report. Ruth Bohmont moved we accept Ronda Vietz as Co-Chair of the Salary Issues Committee. Seconded by Sherry Warren. Motion carried. *Director*

UNOPA NOTES: Because Louise De Novellis was absent, President Bennetch announced all articles for UNOPA NOTES be sent to her by next Wednesday, August 12. Please contact Louise at home (435-6471) rather than at her office.

WAYS & MEANS: Sherry Warren announced the Ways & Means Committee is once again planning a raffle, but this year will bring some unusual items. The committee will once again have the 50/50 drawing at each meeting. They are also looking into the possibility of publishing a new cookbook. Sherry will share the information with the Board as soon as it is available to her.

Sherry was asked by President Bennetch to establish written guidelines for security and fairness of any Ways & Means money making projects. It was suggested two people verify monies received and sign a form for documentation.

NEW BUSINESS:

Because of the time, new business was tabled for discussion at the next Board meeting.

ADJOURNMENT:

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Linda Pence

Linda Pence
Recording Secretary